

**Program Proposal
Undergraduate Certificate Program in
Community Leadership and Public Service**

- 1. Name of the proposed undergraduate certificate:** Certificate in Community Leadership and Public Service
- 2. Name of departments involved:** Carrie Chapman Catt Center for Women and Politics, English (Speech Communication), Political Science (Public Policy and Administration), Student Affairs
- 3. Name of contact person:** Dr. Dianne Bystrom, Director, Carrie Chapman Catt Center for Women and Politics; 309 Catt Hall; 294-3181; dbystrom@iastate.edu

4. General description of the undergraduate certificate:

This interdisciplinary certificate program utilizes existing university courses offered in a variety of academic disciplines to provide a strong foundation and appropriate experiences for ISU undergraduate students who plan to become community leaders and engage in public service—regardless of their profession—in the public, nonprofit or private sectors.

The program requires the completion of 21 credit hours through three, three-hour core required courses in leadership, speech communication and public administration; a three-hour elective course in communication; six hours of elective courses in leadership; and a three-hour capstone experience through a course, internship or study abroad experience.

The certificate will be awarded by the College of Liberal Arts and Sciences. Completion of the certificate will be noted on the student's transcript and via a certificate provided by the Registrar.

5. Need for the proposed undergraduate certificate:

The need for an undergraduate certificate program focused on developing student leadership skills is based on a long line of research examining the role of higher education in graduating students who will succeed in their careers by becoming leaders in their workplaces and in their communities (see Appendix A for selected bibliography of books and journal articles used in researching and writing this proposal).

“Leadership skills”—which include written and oral communication, creative thinking, personal management, group and organizational effectiveness, and problem-solving—are primary among

the numerous abilities and experiences that have been identified as important to employers. As a result, colleges and universities have introduced programs—both curricular and co-curricular—designed to teach students these leadership skills; provide them with a theoretical grounding in leadership, communication and organizations; and help them explore such topics as ethics and diversity. These programs are based on the belief that developing leadership skills in students is one responsibility of higher education, not only for the career success of their graduates, but also for their development as responsible members of society.

The implementation of a certificate program in Community Leadership and Public Service at Iowa State University would help meet the expectations of employers and serve the needs of the greater society in general by graduating students in a variety of academic disciplines with the leadership skills and experiences important to their careers and communities. By engaging in more directed conversations about community leadership and public service, students participating in the program will make themselves much more marketable to an employer pool that is looking for students with just such skills. They also will graduate from Iowa State with the knowledge and ability to connect their discipline to the community in which they are working—locally, nationally and globally.

In addition, a leadership certificate program would help make Iowa State—as well as the academic departments participating in the program—a more marketable higher education option for a diverse group of incoming students. Such a certificate program would also help Iowa State assess the leadership skills of students entering the university and allow us to more effectively assist in their student growth and development.

6. Objectives of the proposed undergraduate certificate including the student learning outcomes and how the learning outcomes will be assessed:

The **objectives** of the certificate program in Community Leadership and Public Service are to:

- Provide opportunities for students to learn about leadership and organizational theories, ethics and decision-making, principles of public service, effective communication, leadership practices in groups and organizations, and diversity issues.
- Develop leadership skills—including written and oral communication, creative thinking, personal management, group and organizational effectiveness, and problem-solving—important to students’ careers, communities and personal development.
- Bring students into contact with faculty members from diverse academic departments, backgrounds and leadership experiences.
- Prepare students to undertake leadership roles in their careers and in service to their community through course work and co-curricular activities.

Upon completion of the Certificate in Community Leadership and Public Service, students will demonstrate these **learning outcomes**:

- Demonstrate understanding of key concepts of leadership theories and effective practices within groups and organizations and diverse communities.
- Demonstrate understanding of key concepts of organizational theories, ethics and principles of public service.
- Demonstrate proficiencies in written and oral communication.

- Demonstrate awareness of cultural values and diversity issues as they pertain to community leadership and public service.
- Become engaged citizens through service to the university and larger community.

Student learning outcomes will primarily be **assessed** through performance in course work that pertains to the completion of the certificate and through a successful capstone experience. More specifically:

- Core required courses in leadership, speech communication and public administration are designed to teach and assess student learning in the areas of leadership theories, skills and characteristics; leadership practices within groups and organizations; organizational theories; communication theory and competencies; ethics and decision-making; principles of public service; and diversity issues.
- Elective courses in communication and leadership will allow students to further develop their written and oral communication skills as well as explore topics related to leadership in areas related to their professional and career interests.
- Students will apply their knowledge to a leadership experience through an approved capstone course, internship or study abroad.

In addition, students admitted into the certificate program will complete a pre- and post-leadership skills assessment, including an exit interview.

7. Relationship of the undergraduate certificate to other programs at Iowa State University:

In developing this proposal for a leadership certificate program, we took an interdisciplinary and collaborative approach, working primarily with faculty and staff in Public Policy and Administration in the Department of Political Science, Speech Communication in the Department of English and the Division of Student Affairs. Existing courses related to communication and leadership were identified, and academic departments from every college were invited to contribute courses to the certificate program.

Fourteen academic departments from five colleges chose to participate in the proposal for the leadership certificate program by agreeing to list existing classes as required, electives or capstone.

Participating colleges and departments are:

Agriculture—Agricultural Education and Studies.

Business—Management.

Design—Community and Regional Planning.

Human Sciences—Apparel, Educational Studies and Hospitality Management and Human Development and Family Studies.

Liberal Arts and Sciences—English, Journalism and Mass Communication, Liberal Arts and Sciences, Political Science, Psychology, Sociology, Speech Communication, University Studies and Women’s Studies.

In developing this proposal, we also worked closely with the Division of Student Affairs, which is focused on developing the leadership skills of students through mostly co-curricular means. For example, Catt Center staff members serve on the Leadership Journey Committee, which was established by the Division of Student Affairs in Fall 2006 to unite the leadership programs offered by Iowa State in a cohesive and streamlined vision.

We also met with the dean of the College of Engineering and director of the Engineering Leadership Program, a student-based program launched in the fall of 2006 with financial support from 3M. The ELP admits cohorts of students—11 in spring 2005, 17 in fall 2006 and 15 in fall 2007—who are committed to a four-year program in which they are engaged in increasingly higher levels of leadership experiences and responsibilities within the College of Engineering. Because the program is available to engineering majors only and utilizes courses within the college, including a one-credit hour pass/fail freshman leadership course, it does not conflict with or duplicate the leadership courses and opportunities that would be available to all undergraduate students at Iowa State through the proposed certificate program in Community Leadership and Public Service. In fact, the LAS 222 leadership course offered through the Catt Center attracts several engineering majors each year, and one of the 2007 ELP students is also participating in the Catt Center leadership program.

8. Relationship of the undergraduate certificate to the strategic plans of the university, of the college, and of department or program:

The certificate program in Community Leadership and Public Service integrates well and directly responds to the strategic plans of the university, the College of Liberal Arts and Sciences, and the collaborating departments.

Specifically—by integrating courses that focus on leadership and organizational theories, ethics, communication, public service and diversity to develop skills important to employers and society in general—the certificate program responds to:

- The **University’s** goal to strengthen undergraduate education to enhance student success at Iowa State and beyond by strengthening students' critical thinking, creative abilities and communication skills; enhancing students' understanding of global, cultural, ethical and diversity issues; creating an environment that welcomes students to explore a variety of disciplines and career paths; increasing interdisciplinary and experiential learning opportunities; and enabling students to find rewarding careers.
- The goals of the **College of Liberal Arts and Sciences** to provide a liberal arts education that will help prepare undergraduate students to live and work in an emerging, constantly evolving world by encouraging collaborative teaching and interdisciplinary courses; providing diverse academic and cultural experiences; and offering student opportunities for internships, service learning projects and similar experiences.

- The **Carrie Chapman Catt Center for Women and Politics'** mission to offer leadership development, mentoring and educational opportunities to Iowa State students interested in politics, public service and women's issues.
- The interests of the **Division of Student Affairs** to enhance student leadership development through such co-curricular events as the Iowa State Leadership Experience conference and efforts of the Leadership Journey Committee.
- The mission of the **Department of Political Science** to enable its undergraduate students to become familiar with theories of public values at the national, regional and international levels and to instill the ability to think and analyze such phenomena in a critical way and to develop the necessary oral and written skills to convey those analyses to others.
- The mission of the **Department of English** to heighten students' sensitivity to the moral, social and humane values that have molded and continue to inform our culture and the world; to teach students to use language effectively; and to analyze and interpret it in various contexts and manifestations.

9. Comparison of the proposed undergraduate certificate with similar programs at other universities, including Regent's universities:

The following Regent's universities and Iowa State peer institutions offer *curricular-based leadership programs* to undergraduate students.

Regent's universities:

- The University of Northern Iowa offers a minor in leadership studies and a certificate in leadership foundations through its Leadership Studies Program. The minor requires the completion of 18-19 hours of academic credit; the certificate requires 13 hours. Courses toward the minor and certificate are offered by some 12 academic disciplines. The minor requires seven hours of leadership core courses, a three-hour diversity elective, a two- to three-hour ethics elective, a three-hour general elective, and a two- to three-hour leadership internship.

Peer institutions:

- The University of Arizona's College of Education offers 22 courses on leadership through its Educational Leadership and Higher Education departments and Center for Student Involvement and Leadership. These courses do not lead to a major, minor or certificate.
- The University of California-Davis offers a minor in contemporary leadership, requiring 24 hours, through its College of Agriculture and Environmental Sciences.
- The University of Illinois at Urbana-Champaign is considering a proposal to offer a minor in leadership, requiring 18 hours, through five participating colleges. Through its Cline Center for Democracy, UI offers a two- and one-half year civic leadership program that begins in a student's third year of undergraduate work and culminates with a master's degree in political science.
- Michigan State University's Institute for Public Policy and Social Research offers a two-week summer colloquium, Tomorrow's Political Leaders, for current students and

research graduates interested in careers in politics as well as a 10-month weekend Michigan Political Leadership certificate program for those in public office.

- The University of Minnesota-Twin Cities offers a leadership minor, requiring 16 hours of academic credit, through the College of Education and Human Development and Humphrey Institute of Public Affairs. Some 43 disciplines participate in the program.
- North Carolina State University offers an outdoor leadership minor, requiring 17 hours of academic credit, through its Department of Physical Education and a bachelor's degree in leadership in the public sector, requiring 122 hours, through Distance Education.
- Purdue University offers a minor, requiring 15 hours, and a certificate, requiring 27 hours, in organizational leadership and supervision, through its College of Technology.
- Texas A&M University offers a major in agricultural leadership and development requiring the completion of 120 hours through its College of Agricultural and Life Sciences.

In addition to these curricular-based leadership programs, the following Regent's and peer universities offer co-curricular student leadership programs: University of Iowa, Office of Student Life; University of Arizona, Center for Student Involvement and Leadership; University of California-Davis, Center for Leadership Learning; University of Illinois, Illinois Leadership; Texas A&M, Leadership and Service Center; and University of Wisconsin, Student Organizations Office and College of Agricultural and Life Sciences.

10. Program requirements and procedures, including:

a. *Prerequisites for prospective students*: Students must be in good standing at Iowa State University and have a minimum overall GPA of 2.0. Some courses have prerequisites, as listed below, which can be waived by the course faculty/department.

b. *Application and selection process*: Enrollment is limited to 20 entering students per academic year, with applications reviewed twice each year. This initial enrollment target was set to make the program viable, yet manageable, given the curricular and budget constraints of offering a new program with existing courses (some of which are all ready at high student demand) and no funding.

Selection will be based on current and past leadership experiences; previous leadership education and training; academic performance; and, most important, how completion of the certificate program will add value to the student's major/minor areas of study and future leadership goals.

Applicants should meet with their adviser on course planning and questions regarding prerequisites and then submit an application packet (see Appendix B) consisting of a Application for Admission form, Leadership Involvement Worksheet, and Proposed Program of Study form (signed by the adviser) by March 1 or October 1 to the Community Leadership and Public Service Advisory Committee, 309 Catt Hall, Iowa State University, Ames, IA, 5011-1305. The committee will be comprised of one representative each from the Catt Center, Public Policy and Administration, Speech

Communication and Student Affairs and one representative from another participating department.

c. *Language requirements*: NONE.

d. *General requirements*: The certificate in Community Leadership and Public Service requires 21 credit hours of courses. At least 9 credits must be taken in courses numbered at the 300 level or above. At least 9 credits used for the certificate cannot be used to meet any other department, college or university requirement for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. Courses for the certificate cannot be taken pass-fail. A cumulative grade point average of at least 2.0 is required in courses taken for the certificate.

The 21 credit hours required for the certificate are fulfilled by:

- 9 credit hours of core required courses—LAS 222, Leadership Styles and Strategies in a Diverse Society, 3 credits; SP CM 312, Business and Professional Speaking, 3 credits; and POL S 371, Introduction to Public Administration, 3 credits.
- 3 credit-hour-communication course chosen from designated list.
- 6 credit hours of leadership courses chosen from designated list.
- 3 credit hours of a capstone course or experience, which can be fulfilled by a 3-credit-hour class from the list of approved capstone courses, or a 3-credit-hour internship with a community leadership or public service focus, or a 3-credit-hour study abroad experience. Capstone courses focus on the scholarship of leadership in particular fields of study whereas an internship or study abroad provides a leadership-in-practice experience.

e. *Courses and seminars presently available for credit toward the program*:

Core required courses (9 credit hours):

LAS 222 – Leadership Styles and Strategies in a Diverse Society, 3 cr.

SP CM 312 – Business and Professional Speaking, 3 cr. (prereq. SP CM 212 recommended)

POL S 371 – Introduction to Public Administration, 3 cr. (prereq. POL S 215 recommended)

Communication courses (3 credit hours from list below):

ENGL 302. Business Communication, 3 cr. (prereq. ENGL 250, junior classification)

ENGL 309. Report and Proposal Writing, 3 cr. (prereq. ENGL 250, junior classification)

ENGL 412. Rhetoric in Organizational Culture, 3 cr. (prereq. ENGL 310; 302, 309, or 314; junior classification)

JL MC 305. Publicity Methods, 3 cr. (prereq. ENGL 250, sophomore classification)

SP CM 212. Fundamentals of Public Speaking, 3 cr.

SP CM 322. Argumentation and Debate/Critical Thinking, 3 cr. (prereq. SP CM 212)

SP CM 323. Gender and Communication, 3 cr. (prereq. SP CM 212)

SP CM 327. Persuasion, 3 cr. (prereq. SP CM 212)

Leadership topic courses (6 credit hours from list below):

AESHM 287. Principles of Management in Human Services, 3 cr.

AESHM 379. Community Leadership: Examination of Social Issues, 3 cr.

AG ED S 315. Personal and Professional Leadership in Agriculture, 3 cr.

CRP 291. World Cities and Globalization, 3 cr. (prereq. sophomore classification)

CRP 293. Environmental Planning, 3 cr. (prereq. sophomore classification)

CRP 332. Community Planning Studio I, 4 cr. (prereq. CRP 253 & CRP 274)

CRP 425. Growth Management, 3 cr. (prereq. junior classification)

CRP 429. International Planning, 3 cr. (prereq. junior classification)

CRP 435. Planning in Small Towns, 3 cr. (prereq. CRP 253, 270 or junior classification)

CRP 455. Community Economic Development, 3 cr. (prereq. sophomore classification)

CRP 481. Regional and State Planning, 3 cr. (prereq. CRP 253 or 270)

CRP 484. Sustainable Communities, 3 cr. (prereq. senior classification)

CRP 491. Environmental Law and Planning, 3 cr. (prereq. 6 cr. in natural sciences)

CRP 492. Planning Law, Administration and Implementation, 3 cr. (prereq. CRP 383)

HDFS 395. Children, Families and Public Policy, 3 cr. (6 cr. in social science)

HDFS 445. Administration of Programs for Children, 3 cr. (prereq. HDFS 340 or 343)

LAS/WS 333X. Women in Leadership and Public Service, 3 cr.

LAS 381. Life in Iowa Seminar: Place and Purpose, 3 cr.

MGMT 371. Organizational Behavior, 3 cr. (prereq. MGMT 370).

MGMT 419. Social Responsibility in Business, 3 cr. (prereq. junior classification)

MGMT 472. Management of Diversity, 3 cr. (prereq. junior classification)

POL S 310. State and Local Government, 3 cr. (prereq. 3 cr. in POL S)

POL S 311. Municipal Government and Politics, 3 cr. (prereq. POL S 215)

POL S 344. Public Policy, 3 cr.

POL S 385. Women in Politics, 3 cr.

POL S 413. Intergovernmental Relations, 3 cr. (prereq. 6 credits in POL S or junior classification)

POL S 477. Government, Business and Society, 3 cr. (prereq. junior classification)

POL S 480. Ethics and Public Affairs, 3 cr. (prereq. 6 credits in political science)

POL S 487. Electronic Democracy, 3 cr. (prereq. sophomore standing or instructor approval)

SOC 310. Community, 3 cr. (prereq. SOC 130 or 134)

SOC 334. Politics and Society, 3 cr. (prereq. a course in POL S or SOC)

SP CM 416. American Public Address, 3 cr.

SP CM 417. Campaign Rhetoric, 3 cr. (prereq. SP CM 212)

U ST 170X. Leadership ISU, 2 cr. (prereq. freshman or sophomore classification)

WS 301. International Perspectives on Women and Gender, 3 cr. (prereq. 201 or 3 cr. WS 300 level +)

WS 435X. Women and Development, 3 cr. (prereq. WS 201 or 3 cr. 300 level +)

Capstone Course, Internship or Study Abroad (3 credit hours):

Capstone Courses:

AESHM 421. Global Leadership: Maximizing Human Potential, 3 cr. (prereq. junior classification)

CRP 432. Community Development Planning and Programming II, 4 cr. (prereq. CRP 332, 383)

CRP 475. Grant Writing, 3 one-credit modules. (prereq. CRP 253 or 270 and junior classification)

ENGL 418. Seminar in Argumentation, 3 cr. (prereq. ENGL 310 and junior classification)

HDFS 449. Linking Families and Communities, 3 cr. (prereq. HDFS 269 or PSYCH 332 or 333 and junior classification)

LAS/WS 488X. Interdisciplinary Perspectives on Women and Leadership, 3 cr.

POL S 475. Management in the Public Sector. 3 cr. (prereq. POL S 371)

PSYCH 450. Industrial Psychology. 3 cr. (prereq. two courses in psychology, including Statistics 101)

SOC 464. Community Action and Leadership, 3 cr. (prereq. 6 cr. in sociology)

Internship Option:

Instead of a capstone course, students may complete a three-credit-hour internship. The internship must have a public service or community leadership focus and must be approved by the department of the student's major and the Community Leadership and Public Service Advisory Committee. Information on internships is available through the participating colleges and departments, including career services offices. Examples:

LAS 380 and 382, Life in Iowa Option 1, 3 cr. total.

LAS 381 (counts as leadership elective credit), 383 and 384, Life in Iowa Option 2, 8 cr. total

LAS 490G. Catt Center Project, 3 cr. (permission of director)

LAS 491X. Service Learning, 3 cr. (permission of LAS dean)

LAS 499. Internship, 3 cr. (permission of LAS dean)

POL S 499. Internship in Political Science, 3 cr. (prereq. 6 credits in political science; junior or senior classification; and permission of internship coordinator)

WS 491. Senior Internship, 3 cr. (senior classification)

Other departmental internships.

Off-campus programs that provide internship experience.

Study Abroad Option:

Instead of a capstone course, students may participate in a study abroad experience that includes three hours of credit. The study abroad experience must include a public service or community leadership focus. It must be approved by the student's major department and by the Community Leadership and Public Service Advisory Committee. Information is available through the ISU Study Abroad Center and international programs offices in the participating colleges and departments. Examples:

International Leadership Seminar in Sydney, Australia

International Leadership in Educational Technology Academy in Spain and England

International Partnership for Service Learning and Leadership

College of Design Programs in Rome: Community and Regional Planning

Study in community leadership and public service at a university overseas

LAS 395 Interdisciplinary Study Abroad Series

f. Examples of tracks leading toward the certificate in Community Leadership and Public Service:

Track focusing on leadership in local, state or federal government:

Fall of junior year (6 hours)
LAS 222, Leadership Styles and Strategies
ENGL 309, Report and Proposal Writing

Spring of junior year (6 hours)
POL S 310, State and Local Government
SP CM 312, Business and Professional Speaking

Fall of senior year (6 hours)
POL S 371, Introduction to Public Administration
POL S 480, Ethics and Public Affairs

Spring of senior year (3 hours)
POL S 499, Internship in Political Science

Track focusing on leadership in the private sector:

Fall of junior year (6 hours)
LAS 222, Leadership Styles and Strategies
SP CM 312, Business and Professional Speaking

Spring of junior year (6 hours)
POL S 371, Introduction to Public
Administration
MGMT 371, Organizational
Behavior

Fall of senior year (6 hours)
ENGL 412, Rhetoric in Organizational Culture
MGMT 419, Social Responsibility in Business

Spring of senior year (3 hours)
Dean's International Leadership
Seminar in Sydney, Australia

Track focusing on women and leadership:

Fall of junior year (6 hours)
LAS 222, Leadership Styles and Strategies
SP CM 312, Business and Professional Speaking

Spring of junior year (6 hours)
POL S 371, Introduction to Public
Administration
SP CM 323, Gender and
Communication

Fall of senior year (6 hours)
POL S 385, Women in Politics
WS 435X, Women and Development

Spring of senior year (3 hours)
LAS/WS 488X, Interdisciplinary
Perspectives on Women and
Leadership

g. Proposed new courses or modifications of existing courses: NONE. All courses (required, elective and capstone) in the proposed certificate program are currently offered by Iowa State University.

h. Advising of certificate students: Students interested in the leadership certificate program will receive initial advisement by their college or departmental adviser. Members of the Community Leadership and Public Service Advisory Committee will also serve as advisers to students admitted into the program.

i. Implications for related areas within the university: The certificate program will not significantly impact any other programs within the university. All courses listed in the proposal were contributed by participating departments and colleges with an understanding of the potential impact on student enrollment in those courses.

11. General description of the resources currently available and future resource needs, in terms of:

a. *Faculty members:* Numerous faculty and staff members at Iowa State currently teach courses related to leadership. In developing this proposal, Dianne Bystrom, director of the Catt Center, specifically worked with:

- Staff in the Division of Student Affairs, including Adam Foley, a residence hall director with experience in academic leadership programs, who helped develop this proposal; and Jennifer Garrett, coordinator of student leadership.
- Faculty in Public Policy and Administration, including Alex Tuckness and Ardith Maney.
- Faculty in Speech Communication, including Amy Slagell and Maggie LaWare.
- Julie Snyder-Yuly, assistant director of the Catt Center and Women's Studies, who teaches LAS 222 each fall.

The Community Leadership and Public Service Advisory Committee will continually review new and existing courses for possible inclusion in the certificate program. The committee will contact deans and departmental chairs on an annual basis to invite them to list identified courses in the certificate program. Departments also can propose courses for inclusion in the certificate program at any time by contacting the Carrie Chapman Catt Center for Women and Politics. New faculty and staff interested in leadership development also will be invited to participate in the program.

b. ***Computers, laboratories, and other facilities:*** No new facilities are needed for the certificate program. Existing computer facilities as well as such student support offices as career services, international programs and study abroad are sufficient to support the certificate program.

c. ***Library facilities (journals, documents, etc.) in the proposed area:*** The Iowa State library offers 4,746 books and 34 journals on topics of leadership to support studies in this undergraduate certificate program.

d. ***Supplies, field work, student recruitment, etc.:*** Emails, flyers and announcements in appropriate publications and in courses related to leadership will be used to inform Iowa State students about the leadership certificate program. Once the certificate is in place, a number of informational meetings will be held to orient academic advisers, Student Affairs staff and students to the program and its requirements. In-coming freshmen can be made aware of the program during orientation and through academic advisers.

12. Describe the needs for new resources and/or reallocated resources. As the certificate program is built around existing courses, faculty and staff as well as collaboration between several departments, we don't anticipate the need for any new or reallocated resources.

13. Attach to the program proposal, letters of support, recommendations, and statements when appropriate, from programs and departments at ISU which are associated with the proposed program or have an interest in the proposed program. (see Appendix C)

14. If the new program is interdisciplinary, a governance document should be created and submitted to the Associate Provost for Academic Programs. Not applicable.

Appendix A

Selected Bibliography of Supporting Research

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Appendix B1
Iowa State University
Certificate in Community Leadership and Public Service

APPLICATION FOR ADMISSION

The certificate in Community Leadership and Public Service requires 21 credit hours of courses. At least 9 credits must be taken in courses numbered at the 300 level or above. At least 9 credits used for the certificate cannot be used to meet any other department, college or university requirement for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. Courses for the certificate cannot be taken pass-fail. A cumulative grade point average of at least 2.0 is required in courses taken for the certificate.

Enrollment is limited to 20 entering students per academic year. Applications will be reviewed twice a year by the Community Leadership and Public Service Advisory Committee, comprised of representatives from participating departments and programs. Applications are due March 1 for the proceeding fall semester and October 1 for the proceeding spring semester.

Please provide the basic information requested on this form and use it as your cover page.

Name _____ ISU ID _____

Local Address _____ City _____ State _____ Zip _____

E-mail address: _____ Phone _____

Major(s) _____ Minor(s) _____

Current Classification: _____ Anticipated Graduation: _____

Cumulative GPA: _____ Major GPA: _____

Name of Academic Adviser: _____

Please return one completed paper copy of your application packet (Application for Admission, Leadership Involvement Worksheet and Proposed Program of Study) to:

The Community Leadership and Public Service Advisory Committee
c/o Dr. Dianne Bystrom
Carrie Chapman Catt Center for Women and Politics
309 Catt Hall, ISU

Appendix B2

LEADERSHIP INVOLVEMENT WORKSHEET

List and describe briefly any formal leadership education/training you have had (e.g. classes, seminars, workshops)

TITLE	DATES	DESCRIPTION

List any positions of influence or leadership you have held (e.g. student government, school publications, athletic teams, employment, community and/or political involvement).

NAME	OFFICE/POSITION	DURATION (DATES)

What types of leadership activities do you plan to be involved in during the coming year(s), while in college and after you finish college?

NAME/TITLE	DESCRIPTION

Explain how elements of the Certificate in Community Leadership and Public Service relate to your ISU major, to extracurricular activities during your college years and to your career plans.

Appendix B3
Iowa State University
Certificate in Community Leadership and Public Service

PROPOSED PROGRAM OF STUDY

Use this form to plan your coursework for the Certificate in Community Leadership and Public Service. Identify the courses you plan to take and indicate which semester you plan to enroll in each course. **Note:** *At least 9 credits must be in courses numbered 300 or above. At least 9 credits of the certificate must not be used to meet other departmental, college or university requirements for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above.*

Core Courses (9 cr.):

LAS 222 - Leadership Styles and Strategies in a Diverse Society (3 cr.) Semester _____

SP CM 312 – Business and Professional Speaking (3 cr.) Semester _____

Pol Sci 371 - Introduction to Public Administration (3 cr.) Semester _____

Communication Elective (3 cr.):

1. Department: _____ Course number: _____
Course Title: _____ Semester: _____

Leadership Electives (6 cr.)

2. Department: _____ Course number: _____
Course Title: _____ Semester: _____

3. Department: _____ Course number: _____
Course Title: _____ Semester: _____

Capstone Course, Internship or Study Abroad (3 cr.):

One 3-credit-hour course from the approved list of upper-level capstone courses OR a 3-credit-hour internship with a public service or community leadership focus OR a 3-credit-hour study abroad experience. The internship or study abroad experience must be approved by the student’s major department and the Community Leadership and Public Service Advisory Committee.

Department: _____ Course number: _____
Course Title: _____ Semester: _____

Internship or Study Abroad Description:

Signature of Adviser: _____ **Date:** _____

Please return one completed paper copy of your application packet (Application for Admission, Leadership Involvement Worksheet and Proposed Program of Study) to:

The Community Leadership and Public Service Advisory Committee
c/o Dr. Dianne Bystrom
Carrie Chapman Catt Center for Women and Politics
309 Catt Hall, ISU